

ERIE-NIAGARA REGIONAL PARTNERSHIP
INSTITUTE FOR LOCAL GOVERNANCE AND REGIONAL GROWTH
UNIVERSITY AT BUFFALO
BECK HALL, 3435 MAIN ST.
BUFFALO, NEW YORK 14214-3004
PHONE: 716-829-2591 FAX: 716-829-3776
E-MAIL: tkniazuk@buffalo.edu
www.erie.gov/enrp

Co-Chairs:

Hon. Clyde Burmaster
Hon. Barry Weinstein, MD

Members:

James Allen
Meredith Andreucci
Hon. Vince Anello
G. Michael Brown
Drew Cerza
Jody Clark
Hon. Elise Cusack
Hon. William Davignon
Hon. Albert DeBenedetti
Tim Doolittle
Hon. Wright Ellis
Matthew Enstice
Samuel Ferraro
Richard Geiger
Celeste Lawson
Maria Lehman
Hon. Peter McMahon
Hon. Gerald Meal
Hal Morse
Hon. Sean O'Connor
Dr. Gary Praetzel
F. Tim Reese
David Rosenwasser
Laurence Rubin
Diane Ruzala
Laura St. Pierre
Hon. Mark Schroeder
Hon. Demone Smith
Hector Titus
Timothy Wanamaker
Charles Webb
Peter Wendel

Ad Hoc:

Michael Casale
Hon. George Holt, Jr.
Hon. William Ross
John Sheffer, II
Lawrence Witul

Administrator:

Tod A. Kniazuk

Solicitation for Proposals
Design and Development of Small Business Assistance
Website

INTRODUCTION

The Erie-Niagara Regional Partnership (ENRP) requests qualified parties to submit proposals to design and develop a small business assistance website. Work includes survey administration (confirmation and gathering of relevant data), database construction, and website design (homepage, interactive search, sortable list page, and other related pages into a full website, and revision of said site after consultation with the ENRP).

BACKGROUND

ENRP is an ad hoc subcommittee of the Niagara and Erie County Legislatures in partnership with the public, private, and non-profit sectors in the two counties. Formed in 1998, ENRP is charged with pursuing bi-county collaborative projects in the areas of economic development, government affairs, tourism & culture, and transportation. ENRP is administered through a contract with the University at Buffalo Institute for Local Governance and Regional Growth.

ENRP has approved the creation of the aforementioned website with a goal of making small business assistance information more readily accessible to users. Staff has assembled a database of 275 programs at 60 agencies which will serve as the basis of the website. The group has budgeted no more than \$10,000 for completion of this project.

PURPOSE AND SCOPE

ENRP seeks a qualified individual or firm to design and develop a small business assistance website. Design and development of the website will include the following:

- Homepage; with links to the interactive search, sortable list, frequently asked questions, helpful documents, glossary, and calendar pages
- interactive search of programs and agencies, consisting of a series of questions that will act as a means of narrowing the programs into a result page of those for which the user is most likely eligible based on their answers; users will for some questions be able to choose multiple answers, and can choose not to answer any or all of the questions
- sortable list of programs, agencies, and assistance categories
- frequently asked questions page
- helpful documents page
- glossary page (also available by clicking on terms on any other page)
- link to Empire State Development calendar of events
- design and development of a relational database management system that will serve as the back end engine for many aspects of the site
- content/data management; including data gathering, confirming, updating and integrating existing data, populating the appropriate data tables based on the terms/criteria of the site
- development of mechanisms for data capturing, web traffic analysis/reporting
- creating a web-based administration interface, including training for ENRP staff

The frequently asked questions, helpful documents, and glossary text will be provided by ENRP, then formatted and built into the website by the successful applicant.

The successful applicant will have six (6) weeks following the execution of an agreement to complete the aforesaid work and present it to ENRP, and four (4) weeks following the presentation to revise and present a final site to ENRP. The site, its domain name,

and all its contents will, at that time, become the property of the Erie-Niagara Regional Partnership and will be transferred to the server of ENRP's choice.

FILING PROCEDURES

A sealed envelope containing 30 copies of the proposal should be sent to Tod A. Kniazuk, Administrator, Erie-Niagara Regional Partnership, Institute for Local Governance and Regional Growth, University at Buffalo, Beck Hall, 3435 Main Street, Buffalo, NY 14214. Responses must be received no later than 5 p.m. on October 20, 2004.

ENRP anticipates making a final decision on this matter on or about December 3, 2004.

Any questions about this solicitation for proposals should be directed to Tod A. Kniazuk in writing or via e-mail at tkniazuk@buffalo.edu no later than 5 p.m. October 11, 2004.

All respondents will be notified of the award decision, if any, via e-mail within a week of the selection of the successful applicant. Please be sure to include an e-mail address in your response.

ELEMENTS OF THE PROPOSAL

1. Provide a brief description of your organization and your experience in executing projects similar to the one proposed, including manpower and technical capabilities.
2. Provide two references and qualifications for your organization, as well as for the individual who will be in charge of leading the effort.
3. Provide a detailed plan of the process and technical requirements of delivering this project as described in the time allotted and for a cost not to exceed \$10,000. The plan should include a breakdown for all pricing and staffing information.

EVALUATION CRITERIA

Each proposal will be evaluated based on the following criteria:

- Experience and qualifications of the respondent and the individual(s) assigned to the project
- Soundness, practicality and thoroughness of the proposed approach to the project, including work schedules, task sequences, and allocation of staff
- Ability to meet the project's objectives and timetable
- References
- Overall cost